

**BY ORDER OF THE COMMANDER,  
PACIFIC AIR FORCES**



**AIR FORCE INSTRUCTION 36-2225**

**PACIFIC AIR FORCES COMMAND**

**Supplement 1**

**18 JUNE 2001**

**Personnel**

**SECURITY FORCES TRAINING AND  
STANDARDIZATION EVALUATION  
PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ PACAF/SFXT  
(MSgt Randall D. Asher)  
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Certified by: HQ PACAF/SFX  
(Mr Steven C. Long)  
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This publication does not apply to the Air National Guard or US Air Force Reserve units and members.

**SUMMARY OF REVISIONS**

This document is substantially revised and must be completely reviewed. This supplement defines the structure, content, and management of the training and evaluation program; defines the requirement for and duties of the Education and Training Manager (ETM); adds supervisor, trainer, certifier, and ETM responsibilities; Implements certification requirements for personnel.

**AFI 36-2225, 1 April 2001, is supplemented as follows:**

- 1.3.5.1. Determine training requirements and appropriate documentation for officers and senior NCOs in the unit.
- 1.3.5.5. Each unit will maintain a Learning Resource Center (LRC) available 24 hours a day. The LRC incorporates the training material necessary for the supervisor and trainee to accomplish Qualification Training. Approve all unit developed Training, Exercise and Evaluation Outlines (TEEOs).
- 1.3.6.1. Collectively, operations, training, and Stan-Eval identify critical tasks for each duty position.
- 1.3.6.7. Include ancillary training requirements in the Master Training Plan (MTP). Document ancillary training requirements and completion on AF Form 1098, *Special Task Certification and Recurring Training*, or an automated product.
- 1.3.6.11. Review all tests, oral questions, lesson plans, task performance checklists and TEEOs annually.

1.3.6.15. (Added) Type 5 Information. For course numbers that start with L5XXXX XXX, the following information is required: name, rank, SSN, AFSC, clearance, duty position/title, and three-line mailing address.

1.3.6.16. (Added) Applicants for the FBI National Academy submit packages IAW AFCAT 36-2223 to HQ PACAF/SFXT, 25 E. St., Ste M-307, Hickam AFB, HI 96853-5439 NLT 1 March and 1 September of each year. Director of Security Forces will review, coordinate and forward selected applicants.

1.3.6.17. (Added) School Quota Allocations. The unit training section ensures:

1.3.6.17.1. (Added) All personnel are properly notified of formal training and meet all course prerequisites.

1.3.6.17.2. (Added) Appropriate personnel action documents are submitted to update an individual's personnel record to reflect any Special Experience Identifier (SEI) awarded as a result of the successful completion of a school.

1.3.6.17.3. Notify HQ PACAF/SFXT if any individual is unable to attend training or if there is a change in personnel attending training. *NOTE:* If the unit cannot provide a replacement, notify HQ PACAF/SFXT as soon as possible so an attempt to locate a replacement can be accomplished.

1.3.7.5.1. (Added) Extensions/removal from Qualification Training will be validated and approved in writing by the respective squadron superintendent with review and concurrence of the Security Forces Manager (SFM). Extensions will not exceed the amount of training time lost. This letter must be maintained within the trainee's OJT records.

1.3.7.6.1. (Added) The supervisor will ensure the trainee is entered into Qualification Training. Qualification Training starts on the trainee's first duty day upon assignment to a flight. If the trainee does not perform flight duties for more than 60 days due to unforeseen reasons, SFT will administer a Phase I Test-Before-Training (TBT) to determine if reentry into Qualification Training is necessary. Upon entry into Qualification Training, the supervisor must document the trainee's AF Form 623A. The supervisor must familiarize the trainee with the TEEOs and AF Forms 689, Task Performance Checklists (TPC). The supervisor will ensure completion of Qualification Training within 30 duty days. Upon completion of Qualification Training, the supervisor will ensure a designated flight certifying official evaluates and annotates the trainee's local AF Form 797, and AF Form 623A as well as all Air Force-level OJT documents. Supervisors will ensure a training official is designated and documented in the AF Form 623A if they are unable to complete the trainee's training.

1.3.7.6.2. (Added) The supervisor must hand carry the trainee's OJT record to SFT for a records review within one duty day of Qualification training completion. SFT will check the record for accuracy and completion. SFT will return any records requiring corrections to the supervisor within two duty days. The supervisor will have two duty days to correct the records and return the records to SFT for a second review. If additional corrections are needed, the record will be forwarded to the respective squadron superintendent for disposition with review and concurrence of the SFM. Documentation must be maintained within the trainee's OJT record. *NOTE:* Duty days are computed on a Monday through Friday work schedule.

1.3.7.7. (Added) Trainer Responsibilities. The following are minimum trainer requirements: Six months experience in the position for which they are conducting training; must meet all other Air Force training requirements IAW AFI 36-2201, *Developing, Managing, and Conducting Training*.

1.3.7.8. (Added) Certifier Responsibilities. Certifiers must use, but not limited to, TEEOs and TPCs, and any local AF Form 797, Job Qualification Standard Continuation/Command JQS, in concert with Air Force-level training/documentation publications, for all certifications. When training is complete, the certifier evaluates and annotates the trainee's JQS and/or local AF Form 797 for all completed tasks.

1.3.7.9. (Added) Enlisted Training Manager (ETM) Responsibilities. The ETM will conduct quarterly OJT record inspections of 10 percent of the individuals for each work center/flight. Report the results of these inspections to the respective work center and the SFM. The ETM will maintain a copy of inspection results for a minimum of 24 months.

1.7.2.1. Work centers prepare a Master Task Listing using AFH 36-2235, Volume 11, Information for Designers of Instructional Systems; Application to Unit Training, for both standard and unique duty positions. Indicate on the MTL how tasks are evaluated. You may use written examinations (W), oral response to verbally spoken questions (O), or performance evaluation (P), as codes to indicate evaluation needs. Coordinate the MTL within the unit (training, Stan-Eval, flight, etc.) to ensure all personnel have the same standards established.

1.7.3. Prepare as many AF Forms 689, TPCs, or computer generated 689s, as necessary to adequately evaluate tasks associated with each given duty position. AF Forms 689 should be prepared for each task associated with the duty position which is evaluated through the trainees performance as identified in MTL. Use a selective sampling of AF Forms 689 when evaluating an individual in a specific duty. AF Forms 689, without evaluation points assigned, should be provided to trainers, supervisors, LRCs, and training sections. Ensure trainers and task certifiers have access to AF Forms 689 to use during qualification training and task certification.

1.7.4.1. Records may be stored in the unit training section provided supervisors have access as needed. If supervisors do not have access to the unit training section, OJT records may be stored in the individual's work center.

2.5. AFCAT 36-2223 has been replaced with the Air Force Education and Training Course Announcements (ETCA) located at URL: <https://hq2af.keesler.af.mil/etca.htm>.

2.5.1. (Added) The following list identifies unit ancillary training requirements.

**Table 2.3. (Added) Ancillary Training Requirements.**

TRAINING SUBJECT	REFERENCE	APPLICABLE TO	FREQUENCY
OPSEC	AFI 10-1101	All	Upon PCS
Use of Force/Deadly Force	AFI 31-207	All	Annual
Individual Personnel Protection LV I	AFI 31-210	All	Annual
Individual Personnel Protection LV II	AFI 31-210	As Required	One-Time
Emergency Power Generator	AFI 32-1063	As Required	Annual
NBC Defense	AFI 32-4001	All Mob Pers	Annual

<b>TRAINING SUBJECT</b>	<b>REFERENCE</b>	<b>APPLICABLE TO</b>	<b>FREQUENCY</b>
Base Emergency Preparedness Orientation	AFI 32-4001	All	Base Intro
Explosive Ordnance Reconnaissance	AFI 32-4001	All	Base Intro
SATE (Initial)	AFI 33-204	All	One Time
SATE (Refresher)	AFI 33-204	All	Annual
OJT Train the Trainer/ Task Certifier	AFI 36-2201	5 Skill Level Sup	One Time
Suicide Prevention Training	AFI 44-154	All	Annual
Self Aid and Buddy Care (Instructor)	AFI 36-2238	As Required	Annual
Self Aid and Buddy Care (Initial)	AFI 36-2238	ALL	One Time
Self Aid and Buddy Care (Refresher)	AFI 36-2238	All	24 Months
Human Relations Education	AFI 36-2706	All	Upon PCS
Personal Financial Responsibility	AFI 36-3009	E-4 & Below	Upon PCS
Suicide Prevention Education	AFI 44-154	All	Annual
UCMJ Briefing	AFI 51-201	As Required	As Required
Protection of the President	AFI 71-101	All	Upon PCS
Course IVA/IVB Motorcycle Riders Course	AFI 91-207	As Required	As Required
Course V Driver Improvement	AFI 91-207	As Required	As Required
Local Conditions Course II	AFI 91-207	All	Base Intro
Law of Armed Conflict	AFPD 51-4	All	Annual
MWD Explosive Safety	AFMAN 91-201	A-Shreds	As Required
Fire Extinguisher	AFOSH 91-56	All	Annual
Flight Line Driving	AFOSH 91-100	All	Upon PCS
CPR	STS	All	One-Time
CPR Instructor	Local Req	As Required	Annual
CPR Refresher	STS	All	Bi-Annual

3.1.1. Feedback to sections, teams, and individuals being evaluated is of extreme importance. Feedback is one as soon as possible, but should also be done with supervisors or trainers present. The feedback for Stan-Eval inspections, and Stan-Eval evaluations, serves as a validation of what an evaluator has identified as problem areas. For written and oral phases of a Stan-Eval, the evaluator will ensure the correct response is given to the evaluatee, as well as the CFETP or AF Form 797-task reference. For the performance phase of a Stan-Eval, the feedback includes, to the greatest extent possible, a demonstration of appropriate procedures and referral to the reference on the AF Form 689, or locally developed computer-generated task performance checklist.

3.3.1. This inspection is not part of the Self-Inspection Program, and does not take the place of individual work center self-inspections.

3.3.4. Recommend sections utilize PACAFDIR 90-215, Security Forces Unit Compliance Inspection, as a baseline for developing Stan-Eval inspection checklists. These checklists may also be used to conduct self inspections as required.

3.4.2. Desk sergeants, area supervisors, alarm monitors, entry controllers to permanently established PL1 and PL2 restricted areas are designated as critical duty positions. CSFs may designate any other duty position as critical duty positions, as required.

3.4.3. CSF or designee may authorize 60-day extensions to non-critical, annual certifications as outlined in the basic instruction.

3.4.5. Trainees may be allowed to work non-critical duty positions without direct supervision before they have completed their Stan-Eval. The individual's training record must indicate training is completed for that duty position, eg., certification is documented for the duty position task(s) to be performed. All personnel should be duty position qualified (Stan Evald) prior to leave, TDY, TDA, etc. If Stan Eval is not complete, they must have completed qualification training for their duty position prior to departure.

3.4.5.1. (Added) If for any reason a critical duty position certification expires before the annual evaluation, the individual must re-enter qualification training, or test-before-training (TBT), and then receive a Stan-Eval re-certification prior to being assigned to a critical position.

3.4.5.2. (Added) If an individual's Stan-Eval re-certification date occurs during a TDY, extended leave, etc., of 60 or more days, the individual's re-certification will start 15 calendar days following the individual's return. During this 15-day period, the supervisor will determine the individual's qualification status and training needs. If necessary, the supervisor may disqualify the subordinate and re-enter him/her into Qualification Training for the particular duty position. Document this action in the AF Form 623A and conduct Stan-Evals just as for a newly released individual.

3.4.10.4. Responses to oral questions need not be verbatim, but should include the key, essential elements of a given issue or situation.

3.8.3.1.4. (Added) If an individual fails to meet training standards, the supervisor will prepare a written response and forward the response and the individual's OJT records within three duty days to SFT. SFT, in cooperation with flight leadership, will attempt to determine the cause of the individual's inability to meet standards. Flight leadership and SFT personnel will then meet with the respective squadron superintendent.

dent to determine the appropriate course of action with review and concurrence of the SFM. Documentation must be maintained within the trainee's OJT record.

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